

USU Dietetic Internship Application Checklist (Updated 11-16-11)

To be considered for the Utah State University Dietetic Internship your online application MUST contain all of the following documents and information. **Read this checklist carefully** so you do not miss anything; some of these items are unique to our program. Be sure to **look closely at the submission instructions for the additional non-DICAS forms** (forms can be found on our website).

DUE DATES: Preselect (USU students only) - **January 11, 2012**
Computer Matching - **February 15, 2012.**

Program application fee of \$50.00 in check or money order made payable to Utah State University. Mail check with *Program Application Fee Form*. Application fee is non-refundable. This is separate from the online application system.

Online application

- Create an account on the DICAS online application system: <http://portal.dicas.org>
- **Applicant Information** (*Contact Information, Personal Information, and Background Information*)
 - Complete as requested by the system
- **Educational Information** (*Colleges Attended, Session & Coursework, Tests*)
 - Arrange for official transcripts to be sent to DICAS- there will be instructions in the on-line system about how to do this. (Take care of this several weeks before submitting your application)
 - GRE and TOEFL are not required by our program. See our website for program admission requirements.
- **DPD Program Information** (*DPD contact information*)
 - Enter your DPD directors contact information into the system.
 - Your director will submit a Verification Statement or Declaration of Intent prior to you e-submitting your application.
- **Additional Information**
 - *Awards, Experience & Volunteer Activities*
 - 1040+ work/volunteer hours are required for our program
 - Use the information from our website regarding what qualifies as work/volunteer hours when filling in this section.
 - *Personal Statement* (hint: prepare this ahead of time in a word processing document, review and edit, then paste into the online system); 8,000 character limit
 - Address the following items in your USU personal statement:
 1. *Why do you want to enter the dietetics profession?*
 2. *Discuss experiences that have helped to prepare you for your career.*
 3. *What are your short-term and long-term goals?*
 4. *What are your strengths and weaknesses or areas needing improvement?*
 5. *What other information do you consider important for the selection process? (We are specifically looking for...)*
 - *Why do you want to be considered for USU Distance Dietetic Internship?*
 - *Describe your interest in school foodservice management and child nutrition programs.*
 - *Resume*- Upload your resume

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- References
 - Enter in the contact information for the three individuals you would like to use as references.
 - Check our website when determining who to use as references.
- Application Certification- Check the appropriate boxes and sign
- Program Designations
 - Designate **Utah State University- Salt Lake**
 - Specifying the personal statement you've written for the USU program.
 - Upload a list of your **DPD Required Coursework** (obtain this from your DPD program/director) into the DICAS system as a supplemental form.
 - **IMPORTANT!** Check to make sure you have uploaded your **DPD Required Coursework** prior to e-submitting your application. After you e-submit, your application is LOCKED and you will not be able to edit or add to your application.
 - Your Rotation Summary Form, *Facility Forms*, *Preceptor Forms*, *Preceptor Education Forms* for ALL your rotations will be attached in an EMAIL sent to USU. See below.

Additional Non-DICAS Required Forms

- **VERY IMPORTANT, READ CAREFULLY!**
- **EMAIL the following items.** You will do this outside the DICAS system using your personal email. Only send this email with your attached forms once you have them **ALL** completed.
- Send to dietetic.internship@usu.edu; **SUBJECT LINE:** last name, first name, DICAS #.
 - **Rotations Summary Sheet** (*ALL Interns*)
 1. All interns: complete top half
 2. Distance interns only: complete bottom half
 - **Facility Form** (*Distance Interns Only*)
 - **Preceptor Form** (*Distance Interns Only*)
 - **Preceptor Education Form** (*Distance Interns Only*)
 1. One facility form, preceptor form, and preceptor education form should be filled out for each rotation or facility you plan to train at.
 - For example: If you are going to a WIC clinic, one hospital, and a school district, you will attach and submit via email 10 forms.
 - 1 Rotations Summary Sheet, 3 Facility Forms, 3 Preceptor Forms, and 3 Preceptor Education Forms.
 - Utah applicants will **ONLY** fill out the Rotations Summary Sheet. Hybrid applicants will complete **ALL** the distance paperwork as if a Distance Intern.

Computer Matching (D & D Digital)

- Register online for computer matching at www.dnndigital.com
- Select USU as a priority choice using our matching code #440

Hints for a Successful Application:

Create your account as soon as the DICAS system is open the first part of December and fill out the *Educational Information*, *DPD Program Information*, and *Reference* sections right away. In these sections you are waiting on others to submit information (Official Transcripts, Verification Statement or Declaration of Intent, and Reference Forms) before your application is complete, so it's a good idea to get the ball rolling on these early. Also, for our program you will need to start early on arranging for preceptors and getting the facility and preceptor forms completed. Then once these things are out of the way, you can finish polishing off the rest of the application.